



VILLAGE OF ARDEN

TOWN ASSEMBLY

JUNE 24, 2019

Town Meeting Minutes



Next Town Assembly for the Village of Arden – September 23, 2019, 7:30 p.m., Gild Hall
2119 The Highway, Arden, Delaware

MOTIONS/RESOLUTIONS

No Motions or Policies presented

ATTENDANCE Sign In – 49 plus Chair and Secretary (Line 41 illegible signature). Copy of sign in sheet follows minutes in attachment section.

Pam	Politis	1	Marcia	Scheflen	26
Carol	DiGiovanni	2	John	Scheflen	27
Gary E	Quinton	3	Ruth	Panella	28
Mark	Wood	4	Toby	Ridings	29
Pam	Cohen	5	Barbara	Macklem	30
David	Michelson	6	Frank	Maier	31
Ed	Rohrbach	7	Brooke	Bovard	32
Mike	Curtis	8	Stephen	Harcourt	33
Deborah M	Ricard	9	Tom	Wheeler	34
Bob	Wynn NV	10	Sam	Panella	35
Vicki	Scott	11	Marianne	Cinaglia	36
Pat	Pyle	12	Grace E	Ressler	37
Sadie	Somerville	13	Carl	Falco	38
Warren	Rosenkranz	14	Ray	Seigfried	39
Keith	Rooney	15	Larry	Walker	40
Carol	Larson	16		Illegible	41
Cecilia	Vore	17	Dorinda	Dove	42
Jill	Althouse-Wood	18	Michelle	Lauer	43
Elizabeth	Varley	19	Scott	Kushner	44
Lisa	Mullinax	20	David D	Claney	45
Walter	Borders	21	Jan	Westerhouse	46
Jennifer	Borders	22	Lynda	Kolski	47
William	Theis	23	Heidi	Hoegger	48
Danny	Schweers	24	Simon	Hamermesh	49
Harold	Kalmus	25			

1.0 Call to Order - Chairman Jeffrey Politis called meeting to order at 7:34 P.M.

2.0 Approval of Minutes - March 2019 Town Assembly minutes approved as presented.

3.0 New Residents - Keith Rooney and his wife were welcomed.

4.0 Recognition of Departed

Rhys McClure, an artist and writer who lived in many places, including New Orleans, Sonoma County, CA, and Upstate New York. Inspired by the Arden white squirrels, she wrote and illustrated a children's book about them. We had Rhys for a short time before she left for Long Island to be closer to her family and help with her grandchild. Many kept in contact with her through social media.

A moment of silence.

5.0 Visitors

Raymond J. Seigfried, a Democratic member of the Delaware House of Representatives, representing District 7 and a resident of Village of Arden Community.

Congressman Ray Seigfried stopped in to give the Village an update on the various bills he is working on. Ray has been appointed on the following committees:

- Vice Chair of the Healthcare and Human Service Committee
- Economic Development, Banking, Insurance and Commerce
- Housing and Community Affairs
- Energy
- Veterans Affairs

There are twenty bills being debated next week. One of the bills he is working on is the health care bill which will offer a 20% discount to all who have ACA or an individual health care plan. Another bill called the Senator Hanson Bill is to tax pharmaceutical who are producing opioids and the

money collected will go towards treatment programs. Also worked on a gun safety bill which has been approved. This week the budget is his primary concern. He thanks everyone for their support. His office is on the first-floor room Number 111 and his Chamber desk is right up front to the far left of the Chamber.

Andrew Hayes (15 min. plus Q & A) a principal of Foresite Associates, will discuss a master stormwater plan supported by Surface Water Management Planning Grant from DNREC.

Andrew worked on the Sherwood Forest restoration project. He is a professional engineer and a registered landscape architect. He was invited by Community Planning and Forest Committee to talk about a master watershed plan for Arden. He prepared a presentation based on the watershed master plan he developed for Newark DE, and Laurel DE to give the Village an idea of what goes into developing a watershed master plan and to point out they are all different, but are similar.

Depending on the watershed issues, here are some of what goes into developing a master watershed plan. A master plan is basically a way to figure out how to integrate storm water management into this broader natural plan. There is a process in which they look at what is the watershed. What type of issues does the watershed have? What type of opportunities do they have to address those issues? What it was and what it wants to be? Where are the opportunities to speak of the history of the watershed? They look at things like climate change. What could impact the watershed? What is the ecological aspect of it? What will grow there and what will not grow there? They might perform a simple engineering analysis to look at what type of pavement, how big the watersheds are. They illustrate the implementation strategies that could be accomplished. A matrix could be constructed to provide ranking storm water solutions. The matrix illustrates what type of things they can do, what does it cost? What is the constructability? Are they easy to construct or difficult to construct? They look at ecological value, the cultural value, the opportunities in terms of the aesthetics. From that, they develop the ranking profiles to develop to the actual. Also, what can your neighbors do? They look at the land use, future land use and land development plans that

were approved that could impact watershed. They can look at what opportunities are there to address storm water on neighbors' property. A simple solution could be reforestation. There was a water quality improvement project that the county and Deldot were doing to address water quality in the Red Clay watershed. At that time, Andrew's company was working on a watershed project that was also in the Deldot/Red Clay watershed. So, they reached out to county/state to make them aware of their study. They offered to give Deldot/Red Clay their document. By doing this, their master plan was integrated with the state's and county's plan. Their recommendations became the state/county's recommendation for funding. Once the master plan is completed, you demonstrate to DNRC that you have looked at what is going on. You developed a strategy and you have a sound path forward. From that you take the master plan and go into other grant applications to get it funded.

Questions/Comments Watershed Master Plan

Jeff - Community Planning will discuss why they recommend a master watershed plan for the Ardens. Q & A will be for this presentation only.

Carol DiGiovanni – Were any billable hours paid? No. The grant funding is a 50% match. Total project cost is \$50,000. (\$25,000 matching and \$25,000 Arden)

6.0 Town Chair - Jeffrey Politis

Communications from the Chair.

Since the last town meeting....

1. The municipal street aid (MSA) affidavit was completed and returned to the state regarding the miles of roads and number of people in town. This information is used to calculate the amount of MSA the Village receives. My understanding is that an increase in the MSA was already approved this year. My understanding is that the MSA will be the same amount as last year.

2. We received communication in the spring from New Castle County that our county tax rate (not school tax rate) will be increasing more than expected this year. I, along with the Chair of the Budget Committee, Brooke Bovard, met with David Gregor, NCC CFO, to review the county proposal. The county, after reviewing the local services rates for each incorporated and unincorporated area, determined that the local services rate was not applied proportionately to those that have enlisted those services. Prior to this change, Arden and the Ardens as a whole was to receive the second half of the 15% rate increase initiated last year, which would have amounted to about a \$7,500 increase this year. The new rate is an increase of ~13% over the expected rate, and about ~21% over last year. The new rate increases our NCC tax to ~\$21,000, or ~\$14,000 more than expected. The three Villages, via the three chairs, wrote a letter to the county requesting a one-year reprieve from this new rate. After several discussions with the county, and specifically with David Gregor, we were not able to postpone this rate. This new rate takes effect in our current fiscal year and is an unexpected expense that will come out of reserve funds.
3. We continue to work with the town's attorney regarding the lawsuit filed by Ms Carol DiGiovanni about the purchase of the property at 5 Mill Race Rd. After two years, we are close. We have conducted two days of depositions and the next steps will be to finalize the litigation with the court. We expect the litigation regarding the question of the meaning of the word "within" to be completed by September, 2019. We will continue to advance the settlement agreement that was approved by the Village during the Jan 2019 Town Meeting.
4. We received a letter from Verizon seeking to update our franchise agreement which expires in December of 2020. I have reached out to Verizon to initiate those discussions and will report back once I have more information.
5. I met with the Village's Insurance Agent to renew the Village's policies. For our current policies, our cost has decreased slightly. However, I have asked for a quote for insurance to cover theft of Village and Trustee Assets to more thoroughly cover the available sum. This new insurance, if we take it, could increase our insurance costs by as much as \$700, or about

6%. We are currently looking into how we might lower that amount. However, I would recommend that we move forward with it.

6. I have worked with Deldot in collaboration with the Safety Committee regarding information related to the I-95 March Road closing. Deldot provided information to the Village showing that after a week of the exit being closed, the amount of traffic on Harvey Road did not significantly change. They also provide us with speed information from the speed control sign on Harvey Road. Although the information does not give average speeds, some of the peak speeds during the day and evening are quite disturbing. I will work with the Safety committee to determine what, if any, speed enforcement we can do on Harvey Road, specifically regarding police support.
7. Thank you to the Civic Committee for supplying refreshments.
8. Lastly, a reminder that this meeting is being recorded and we ask that all comments be made at the microphone. Take a minute to adjust the microphone and get comfortable.

Let's have a respectful and deliberative meeting. Thanks!

So submitted,

Jeffrey Politis,

Town Chair, Village of Arden.

Questions/Comments Chairman Report

Carol DiGiovanni read the following statement:

I thank the Chair for recognizing me. I have a statement and one or two questions. I understand that I can speak for 5 minutes and I would like to do so without any interruptions. When I ask my questions, please allow me ask them all before responding.

In speaking to the Town Assembly now, many of you know there is a case in Delaware Chancery court, civil action No. 2017-0464-JTL. The case is Di Giovanni vs. Village of Arden, I being the

plaintiff and the Village of Arden being the defendant. Mr. Politis is merely the conduit between the attorney for the Village and the Village.

I want to point out that the Village was not offered the opportunity to choose who would represent the Village; no candidates were selected; no vote was taken at Town Assembly; no fees were discussed or a retainer requested. Instead, Mr. Politis decided, I assume unilaterally, that Ted Rosenthal would represent the Village.

This case began in June of 2017, 2 years ago, yet at no time during that period has Ted Rosenthal met with his client, you, the Village of Arden, to explain the case.

Two days before the January 2018 Town Assembly meeting, plaintiff's attorney, John Work, was ready, willing and able to appear before the Assembly to provide explanations and be available for questions. Ted Rosenthal was scheduled to attend as well. The day before Town Assembly, my attorney informed me that Rosenthal would not attend. As both attorneys had to be present for the presentation to occur, plaintiff's attorney therefore could not make a unilateral appearance.

John Work has kept me apprised on a regular basis with updates, in many cases to say that Ted Rosenthal did not follow through on one thing or another. This became very frustrating for both of us, and I began to question the quality of service Ted Rosenthal was providing to the Village.

Since you are the liaison, Mr. Politis, I ask why has not Ted Rosenthal met with his client, the Village of Arden? Did you ask or encourage him to do so?

How much has the client paid Ted Rosenthal from the inception of the case until present date?

Carol DiGiovanni

Jeff response to Carol's questions:

1 Why has not Ted Rosenthal met with his client, the Village of Arden?

Jeff said he did not ask him to attend town meeting. The Town Assembly did not request to have Ted Rosenthal attend.

Did you ask or encourage him to do so? He did not.

2 How much has the client paid Ted Rosenthal from the inception of the case until present date?

Not paid beyond the initial retainer. Believe to be less than \$8,000 (The Treasurer can verify exact amount).

Communications Report – Thank you!

7.0 Trustee Report – Carl Falco

Trustees Report June 24, 2019 Finances: We have copies of the quarterly financial report available tonight. New Castle County generates a Supplemental Tax Bill after a leasehold transfer and/or after a new construction Building Permit has been closed. If any Village of Arden leaseholder receives this type of invoice from the County, please promptly notify the Trustees of Arden by phoning 302-475-7980 or emailing trustees.of.arden@gmail.com. You should not pay this bill. The Trustees will pay it.

Trustees' Reserve: The Trustees' reserve at the end of the last fiscal year, ending March 25, 2019, was approximately \$25,000 below the target level of \$150,000. We anticipate that the reserve will be reduced by an additional \$35 - 40,000 in the current fiscal year in order to pay for the increases in New Castle County taxes and to meet the budget allocations passed by the Village of Arden. This will leave the Trustees' Reserve at about 60% of the target at the end of the 2019-2020 fiscal year.

Lease Transfers: There have been no lease transfers since the March meeting.

Questions/Comments - None

Trustees Report – Thank you!

8.0 Treasurer's Report - David Michelson

David reviewed the following:

Statement of Financial Position, Statement of Financial Activity and

Statement of Fund Balance as of June 24, 2019 (copy of Statements following minutes in Attachment section)

Financial Policies – Village of Arden (as of June 26, 2017)

Proposal for a Capital, Maintenance and Repair Fund for the Village of Arden, Budget Committee, June 28, 2010

Note

The fee to perform an independent audit is currently \$7,000. Treasurer recommends in order to save the town some money, he suggests having an audit prepared every other year instead of yearly. To be furthered discussed.

These can be found on the Village website arden.delaware.gov.

Financial Policies – Village of Arden (as of June 26, 2017)

Policy - Use of Contingency Funds Policy (May 2010)

Contingency funds are specified as part of a budget referendum. The purpose of the contingency funds is to cover unplanned village or committee expenses. Expenditure of contingency funds requires the preapproval of three officers and should only be utilized when other mechanisms to cover the costs has been unsuccessful.

Policy - Expenditures of Greater than two-thousand dollars (April 2010)

All committee expenditures of \$2,000 or more require preauthorization of two officers of the Village prior to the commitment of Village funds. In case of an emergency – significant threat to persons or property – appropriate action should be taken as soon as possible with the committee informing at least one officer of the Village within 24 hours.

Policy - Transferring of Funds between Budget Line-items (October 2009)

Funds may be shifted between budget items on the budget referendum by approval of the committee if all budget items are within the committee's responsibility or with the approval of the representative of all committees involved and a least one village officer. Transfer of funds is only allowed if the source account has sufficient funds available and that no standing vouchers are in place covering the funds.

Policy – Authorizing Payment of Funds (March 2009)

The authorization of payment of funds by check requires the signature of two Village Officers. Officers are not allowed to authorize payments to themselves.

Policy – Obligations over \$10,000 (March 2007)

Obligations of Village funds of \$10,000 or greater, requires the signature of the Village Chair, or in the case the Chair is not available, the Secretary.

Policy – Contracts or Agreements with Commitments of One Year or Longer (September 2004)

All contracts and all agreements with duration of one year or longer require the signature of the Chair and the Secretary. (Note – the Charter of the Village of Arden specifies the signature requirements for executing contracts).

Policy – Procurement Goods and Services by the Village of Arden (June 2016)

The Village of Arden follows the State of Delaware procurement policies as set forth in 29 Del. C. Chapter 69. The Chair of the Village may require more restrictive (lower dollar values) requirements for the need of bids to procure of goods and services, but may not use a less restrictive requirements. All acquisitions of goods and services from a single supplier which is expected to exceed \$10,000 in a given fiscal year, requires informing the Village Chair and the Village Treasurer prior to initiation of any acquisition from the provider.

Policy – Official address for contracts and receipts (June 2017)

The official address for receipt of all contracts, cash and checks will be the Village's office located in the Buzzware Village Center 2119 The Highway, Arden DE 19810.

**Proposal for a Capital, Maintenance and Repair Fund for the Village of Arden,
Budget Committee, June 28, 2010**

Purpose:

As a municipality with public areas and community structures to maintain, the Budget Committee is recommending the creation of a "Capital, Maintenance and Repair Fund". The purpose of this fund is two-fold:

- 1) provide a funding source for **non-budgeted emergency repairs** that could, if not responded to quickly, result in an injury or significantly more damage, and
- 2) provide a funding source for **future capital and large maintenance projects** that could be approved through a town approval process.

Large maintenance projects are defined as one-time operating maintenance that exceeds \$10,000. This fund would differ from the town's prudent reserve in that the prudent reserve's sole function is to cover cash flow issues during a fiscal year close and is not to be spent on budget overruns, emergency repairs, or capital projects. It differs from the contingency fund in that the contingency is there to cover budget overruns and at present is renewed every year without carry over. A more complete description of each fund is described below.

Capital, Maintenance, and Repair Fund is used to acquire or upgrade physical assets such as buildings and machinery. An example is installation of a new bathroom or fixtures in an existing bathroom, (but not their repair).

Contingency Fund is monies that can be used when certain conditions are met, emergency conditions exist, or to cover incidental expenses that were not foreseen in the budget process. An example would be extreme snowfall requiring more than budgeted labor for its removal.

Prudent Reserve Fund is established for a financial reserve—a proverbial "rainy day fund"—to see the short-term cash flows through any difficult times. An example of this would be use of prudent reserve funds to pay taxes to the municipality that raises taxes after a collection has occurred. The money is available for such forecasted events and are considered more extraordinary than contingency. Prudent reserve funds are saved over years, whereas contingency funds, when unused, are typically not "rolled over to future years."

Appropriation of Funds

Emergency Repairs: Emergency repairs are defined as items that need to be addressed in a timeframe of less than 3 months. A repair would be deemed an emergency if it was considered a safety issue that could result in bodily harm or increased physical or structural damage. In such an event, appropriation of funds would require approval of 2 of 3 of the following: town chair, treasurer, or advisory chair (Note: what about secretary or chair of safety?) In the case of such an event, the town would be informed during the ensuing town meeting.

Capital and Maintenance Fund: Appropriation of funds for capital projects would be completed through a

proposal/approval process at two town assemblies: In the first, a written proposal for capital funds – not exceeding the amount available – would be presented by the committee wishing to spend capital funds. This would be the first hearing of the proposal and would be published in the minutes. The proposal would be presented in the following town meeting and voted upon. After the second town meeting, the committee that has provided the proposal will be authorized to spend capital up to and not exceeding the amount approved by the second town meeting. All other Arden expenditure processes will need to be followed (voucher process, competitive bidding, etc.).

Recommendation:

Budget Committee recommends that the fund be started in fiscal 2011-2012 with \$10,000. The town would continue to collect \$10,000 increments in the years to follow until the targeted amount of the fund is reached. If the fund gets used, then the town will continue to budget money for this fund to maintain the targeted amount. The amount that can be collected in any one year should not either exceed \$10,000/year nor should it be in an amount to exceed the targeted amount. Budget Committee is recommending a \$50,000 target.

Questions/Comments Treasurer Report

Why has the Prudent Reserve fund gone down?

Jeff - The committees have not overspent their budgets. What has happened is the Assessors continue to under collect. The reserve had gotten fairly high. The Assessors continue to under collect cash needs of the village, including this year and at least the last four years. The idea was to bring down that reserve. Unfortunately, they brought it down much further than they intended to.

Historically, committees did not spend all of their budgets and we were collecting the full amount. The last four years the Assessors had under collected what the Budget Committee said was the cash need and then committees spent to their budget. Bottom line: The Assessors did not collect what was requested.

Treasurer's Report – Thank you!

9.0 Advisory Committee Report – Danny Schweers

The Advisory Committee met on Monday, June 3, 2019 to set the agenda for this meeting. We also voted not to recommend armed security at town meetings. Otherwise, we discussed parking in the village, the State of Delaware's responsibility for roadside drainage along Harvey Road, and the 3-year look-ahead budget of the village. The next meeting of the Advisory Committee will not be the first Monday of September, but the following Tuesday, September 3, since Monday is a holiday, Labor Day. Finally, thanks to the Civic Committee for tonight's refreshments. The Community

Planning Committee will provide refreshments at the September 23 meeting of the Town Assembly.

Submitted by Danny Schweers, Chair, Advisory Committee

Questions/Comments Advisory Report

Advisory Report – Thank you!

Jeff reminds all that the Final report will be the assessment that will be used unless an alternative assessment is presented by September

10.0 Board of Assessors – Mark Wood

I want to thank Brooke Bovard, Pam Politis, Deborah Ricard, John Scheflen, Elizabeth Varley, and Tom Wheeler, for all of their hard and dedicated work on the 2020 Assessment.

The 2020 Assessment instructs the Trustees to collect \$725,000 in land rent, an increase of \$56,382 or 8.4% over the 2019 Assessment. There are two factors that are contributing to the increase in this year's Assessment.

- 1) The 2020 Assessment reflects an increase in New Castle County Property tax. The county raised our Real Estate taxes by 7.5 % in 2018 and 7.5% in 2019. This is not a compounded rate, but a 7.5% increase each year over 2016/2017 taxes.
- 2) In consultation with Village officers and the Budget Committee, the prudent reserves are currently insufficient and cashflow management requires an increase in prudent reserves. This year's board is targeting a reserve of \$150,000 as requested by the Trustees.
- 3) There are two substantive changes in the methodology of assessment from last year.
 - 1) Last year, the Board of Assessors charged the "A Rate" on up to the first 10,000 SF of each leasehold. This Board has decided to return to calculating the "A Rate" on the first 7,116 SF of a lot, rather than the first 10,000 SF. 7,116 SF is the smallest lot size in Arden. 10,000 SF is the smallest buildable lot size in New Castle County. This also means that the "C Rate" applies to square footage over 7,116 SF per leasehold.

- 2) This year's assessors are restoring application of the "B Rate" to accessory dwelling units existing prior to 2007 and "grandfathered" by the Trustees and New Castle County.

The decisions by the 2018 Board of Assessors relating to the application of the "B Rate" and to a lesser extent the calculation of the "A Rate" resulted in significant changes to assessments on individual leaseholders for 2018. Some leaseholders experienced significantly lower 2018 assessments (leaseholders with ADUs no longer subject to the "B Rate") some experienced higher assessments (all other leaseholders). The changes made by the current Board of Assessors reverse those circumstances. Leaseholders who received significantly lower 2018 assessments because they had ADUs no longer subject to the "B Rate" will have significantly higher 2019 assessments because their ADUs again will be subject to the "B Rate"; while other leaseholders will have lower 2019 assessments, or 2019 assessments lower than would otherwise be the case.

Copies of the report with examples attached are on the table.

A copy of the Assessors spreadsheet of all leaseholds (identified by Arden lot # and NCC parcel #) is included as part of the full report and will be available on the village website.

Thank you.

Questions/Comments

Sadie Somerville - How does the "B" rate work? Does that mean only the grandfathered ADU's use the "B" rate?

Mark Wood - Everyone has the ability to have an ADU, but the new ADUs have restrictions. The restrictions are owner occupied and attached to the main structure. Mike Curtis wanted to know what comparable did you use to determine this? Mark Wood – We assumed there was a privilege associated with the grandfathered one because it does not require the owner to occupy it. Danny Schweers – The ADU that is grandfathered, the owner could move away and rent the main house and rent the ADU. Collect rent on both houses. Because I have that privilege, the owner will be taxed where the new ADUs will not be taxed. Mark Wood – That is correct. Historically, that has been the case the grandfathered ADUs have been charged at the B rate. Brooke Bovard, a former Assessor, wants to speak to the ADUs from a Georgist perspective. Effectively, the houses that are

being charged at the “B” rate are the houses which are potentially just operated by non-present landlords. It is within the scope of Georgist thoughts to think that a privilege that is restricted to landlords as opposed to residents can be differentially seen. Gary Quinton – How many Assessors voted for and voted against this Assessment. It was unanimous.

Jennifer Borders - What was the rationale going from 10,00 sq. feet to 7, 115 sq. ft?

Mark Wood – Historically, it has always been 7,115 and last years was change to 10,000, which is the county standard for minimum lot size. The Assessors thought it was appropriate to use the actual smallest lot size within Arden which was 7,115. Jennifer – Were there negative effects last year and what were you trying to remediate with this change? Mark – We thought it was the right thing to do. Last year the burden shifted from the larger lots to the smaller lots. The smaller lot probably had a 10% or more increase over the last year. The larger lots probably had 4% or 5% increase. This will swing back the other way. But the two-year average for every leaseholder will come out to be the same percentage. Jeff further clarifies – The larger the lot size for the “A” rate, the larger impact it has on the smaller leaseholds. As the lots size goes up for the “A” rate, you have a larger impact on the smaller leaseholds. As it comes down it has a larger impact on the larger leaseholds.

Warren Rosenkranz – If the Village is cash strapped, then why are we dropping the Prudent Reserve from 179,000 to 150,000? Mark Wood – It’s the way the cash flow has been falling from year to year. We are trying to set it at 150,000 which is the number the Trustees and the town wanted. It is where they desire to be.

Assessors Report – Thank you!

11.0 Committee Report. (Descending Order)

11.1 Safety - Brooke Bovard

Summer is upon us!

The Safety Committee continues its exciting work. We will be posting new signs at the ends of fire lanes to make sure emergency vehicles can reach houses which are tucked away. Many thanks to Sherry Burke, who did the legwork and brought this important issue to our attention.

We have been in touch with the State Police about getting more speed enforcement on our state roads, particularly Harvey. A word to the wise is sufficient.

We have also spoken to a manufacturer of crosswalk control signs about increasing the safety of our numerous crosswalks. Although this is not funded in either this year's budget, or next, which we have reduced as a matter of keeping the assessment under control, we may be looking into getting grant or other funding. Speak up...what crosswalks do you feel need the most immediate enhancement? We are a pedestrian friendly village, let us know.

In a similar vein, the seasonal warning...summer brings increased driving traffic to events at the pool and Gild Hall, and increased pedestrian traffic, particularly of school children and the various camps that consider us home. Please watch out, both as a driver and while on foot, bike, or unicycle. Also, we may have an urge to leave our doors open and wander. We are not separated from the evils of door to door salespeople, or folks who rob houses and break into cars. Consider your safety and be aware. And PLEASE report break-ins to police. For you, it might be a handful of change you left in the pocket of your car, and not worth bothering about. But the reputation of these communities as a place beyond the law puts our more vulnerable citizens at risk.

As the summer moves on, stay weather aware, as well. Early forecasts are predicting a busy season of extreme weather across North America. In our area that means heat and hurricane, predominantly, but "climate is what you predict and weather is what you get."

I hope we are all ready for "what we get" and that our rain is principally of blessings.

For the Safety Committee,

Brooke Bovard

Questions/Comments

Carol DiGiovanni - Ordinance #13 which addresses off street parking.

Brooke Bovard - After three warning letters of violation in which violator has the opportunity to respond, the Safety Committee determines if they want to go to the Justice of the Peace Court and ask for a judgment in which a \$100 fine can be charged, set by statute.

Pam Politis - Would like to see better signage in middle of street at three crosswalks (Crosswalk into the Memorial Garden, crosswalk at Orleans & Harvey Rd, a third location). They are not very visible with little shoulder to walk on. Brooke - Deldot refuse to do anything in the middle of the street. Dave Claney pointed out anything in the middle will be damaged every time a fire engine pass, which is frequently. Jeff said that Deldot said we could put a sign in the middle of the street, but it must be moved for snow plowing. They now have reflective arrows on borders to make them visible.

Safety Report – Thank you!

11.2. Registration - Cecilia Vore

June 24, 2019

Report to the Town Assembly

Registration Committee

According to our Residents Record, there are 362 eligible voters.

The committee conducted the Election of Officers and Standing Committees on Monday, March 25, 2019. Votes were counted on Tuesday, March 26, and results were posted the next day on the Village website, on bulletin boards, and in the records of the Registration Committee stored in the Town Office. There were 90 ballots cast; 6 of these were absentee ballots. The committee thanks all the volunteers who helped conduct the election. Election results are included at the end of this report.

The Registration Committee convened on May 10 and elected Cecilia Vore chair. Annual responsibilities were distributed among the committee members.

The committee wishes to thank outgoing members Barbara Henry and Jan Westerhouse for their service.

Due to a change in personal and travel obligations, Sue Rothrock has resigned from the committee. We nominate Marcia Scheflen to replace Sue and ask the Assembly to confirm her appointment. *[At this point, there being no further nominations from the floor, Marcia Scheflen was confirmed to serve until March 2021.]*

New residents are added to list of eligible voters as soon as we learn of their arrival. If you have noticed new people moving in, or a For Rent or For Sale sign, please share that information with the Committee so we can keep records current and extend a welcome to newcomers. If you are new to the Village, please see a member of the Registration Committee tonight to make sure you are on the resident list.

March 2019 Election results

Elected to Committees for 2-year terms: **ARCHIVES** – Lisa Mullinax, Barbara Macklem, Maria Burslem; **AUDIT** – Laura Wallace, Deborah Ricard; **BUDGET** – Warren Rosenkranz, Deborah Ricard, Denise Nordheimer; **BWVC** – Tobi Ridings, Maria Burslem, Denis O'Regan & Carolyn Cordivano (tied; to be resolved by June Town Meeting); **CIVIC** – Mark Wood, Harold Kalmus, Mick Fitzharris; **COMMUNITY PLANNING** – Grace Ressler, Jeff Martin, Jennifer Borders; **FOREST** – Carol Larson, Jennifer Borders, Jill Althouse-Wood; **PLAYGROUND** – Frank Maier, Daryl Holcomb, Eric Braunstein; **REGISTRATION** – Elizabeth Varley, Sue Rothrock; **SAFETY** – Steve Tanzer, Chris Junk, Brooke Bovard

Elected to town office for 1-year terms: **ADVISORY CHAIR** – Danny Schweers; **TOWN ASSEMBLY CHAIR** – Jeffrey Politis; **TOWN SECRETARY** – Liz Resko; (**TOWN TREASURER**, David Michelson, continues in the second year of a 2-yr term)

Respectfully submitted,

Cecilia Vore, Chair

Registration submitted Marcia Scheflen's name to fill a vacancy in their committee and asked for nominations from floor. No nominations were forthcoming. Marcia was approved.

Questions/Comments

Brooke thanked Barbara Macklem for all her help in reference to absentee ballots.

Registration Report – Thank you!

11.3 Playground – Darryl Holcomb

Since the last Town Meeting, the required Playground Equipment Inspections have been made, and all equipment was “adult tested” for safety. Any needed repairs were made. All of the equipment is in safe condition.

The repainting of the equipment has started. The work is progressing on the Village Green.

Replenishment of the playground mulch under the equipment is on-going.

Submitted by,

Darryl Holcomb, Chair

Questions/Comments

Playground Report – Thank you!

11.4 Forest - Carol Larson

Sherwood Restoration: This spring the restoration of the channel caused by the Buckingham Greene stormwater pipe outlet was finished. The planting phase is also nearly finished, accomplished with over 100 volunteer hours put in by Arden residents. We planted 170 shrubs, 90 seedling trees, 60 trees in pots, and over 600 plugs of wildflowers, ferns, and sedges. We will be monitoring the channel to determine the effect that this project is having on the health of the Perkins Run. The engineer Drew Hayes is pleased with the effect that the project has already had – sediments are collecting and raising the level of the channel that was cut through the woods. This innovative project uses a hybrid of standard practices and will serve as a model for how to repair

channels throughout New Castle County with less impact to the surroundings than usual construction practices.

We will be reducing the amount of protective chips along the Fire lane so that plants can grow through, but the new path has been popular with walkers, so we will leave enough for a level trail. The White Squirrel Passport project wrapped up – we are considering amnesty for those of you who have not yet handed in your passports. Our first patch goes to Jacob Politis (and Pam his partner).

We contracted with Red Tail Restoration to continue work on invasive plant removal throughout the woods. We will be concentrating on the restoration area since so many burning bushes were recently removed and their seedlings are plentiful. Watch for events to admire the restoration project and the growth and bloom of the plants.

Please note: We changed our meeting time to second Wednesday of the month at 7:00 pm.

Plants in the restoration area:

- 80 viburnum dentatum, viburnum (pot)
- 4 viburnum prunifolium (pot)
- 46 Hamamelis virginiana (pot)
- 20 Lindera benzoin, spicebush (pot)
- 20 Cornus amomum, dogwood (pot)
- 38 Nyssa sylvatica, black gum (seedling)
- 37 Quercus bicolor, swamp white oak (seedling)
- 15 Acer rubrum, red maple (seedling)
- 60 Carpinus caroliniana Ironwood, (pot)
- 100 plugs of Carex pensylvanica oaksedge
- 144 Senecio aureus, golden ragwort
- 150 Solidago caesia, wood goldenrod
- 50 Aster cordifolius, Wood Aster
- 50 aster divaricatus, Aster

100 Carex appalachica sedge

32 Mertensia virginica Virginia bluebell

32 polystichum acrostichoides fern

Questions/Comments – None

Forest Report – Thank you!

11.5 Community Planning – Mark Wood

New members voted onto the committee since the March meeting are Jennifer Borders, Jeff Martin and Grace Ressler.

The Committee has discussed the topic of Short-Term Rentals and has decided that there is no need for a policy at this time.

A meeting to discuss town parking needs and concerns is being scheduled for Tuesday, July 9th at 7:30 PM in the BWVC.

The committee will be revisiting the topic of “grandfathered ADU’s” and the ability to decommission them. Please join us on Wednesday July 16th at 7:00 in the BWVC to discuss your opinion.

Drew Hayes from Foresite Associates made the presentation because there is a request to spend \$25,000 from the Vacant Dwelling Fund to create a Storm Water Master Plan. The CPC would like to take a poll if the town is in favor of the idea of spending \$25,000 to fund a Storm Water Master Plan.

The G’Ardeners

The Garden opened on March 21st and is in full production at this time.

There are 17 gardeners this year and all plots are filled.

Transformational sub-committee

Transformation Ad Hoc is following up on 3 items.

1. Website redesign – The group is preparing a survey to be distributed to all residents in July or

August.

2. New Arden Documentary: The group will be meeting with the Archives Committee in July to discuss the project.

3. Informational Session entitled Arden's Land Rent Assessment & You. Being held on Sunday, July 14th at the BWVC at 3:30 PM.

Topics will include:

- Basic Components of the Arden Land Rent Assessment formula.
- How will 2019 Assessment affect your 2020 Land Rent Bill.
- Alternate Assessments.

Community Planning Committee meeting are held on the 3rd Wednesday of the month at 7:00 PM in the BWVC. They are open to the public and everyone is invited to attend.

Questions/Comments about Master Plan

The Forest Committee, Civic Committee, Community Planning and Safety Committee are looking at storm water management in wanting this master plan and would like to use \$25,000 out of the vacant housing fund to go with matching funds to have the plan that was just presented. By having a master plan this will allow the Village to start tackling storm water maintenance.

Question is addressing: Is this a good idea?

Jennifer Borders - Forest Committee has been wanting to move in this direction for many years. From the Forest Committee's perspective, there has been a huge run off that comes off of our pavements, and roofs. Right now, the run off carves directly into the forest and destroys what small amounts of natural habitat that we have. Also, there is a huge amount of erosion in the forest.

Mark reminds us that it is not just to address things that are happening within the Ardens. It's also going to evaluate how the outside environment and the communities around us affect us as well. Maybe we can persuade them to also take action.

Carol DiGiovanni - Where do you see the money coming from? The master plan is going to give the community a list of things that need to be remediated. It will be up to the town to prioritize those and figure out the funding as we go along.

Marianne Cinaglia - Spending money by taking it from the housing fund should go to a referendum. We are talking about a large amount of money. Jeff – The process for spending the vacant housing fund was laid out and voted for at the Town Assembly.

Warren Rosenkranz- Anything that is spent needs to go through the budget. He supports project. Jeff - This discussion is about what you want to know about the master plan project and what it can do for us. It is not a binding vote.

Brooke Bovard - This is an essential step for the Village to take. The management of the water has resulted in mismanagement or lack of management of the runoff water which has resulted in housing being crushed by trees, and problems with mosquitoes and mosquitoes-born illness for potential for all of us. It has generally made livability of the community much less than it could be with a good plan and with a good remediation.

Barbara Macklem - this master plan is for water runoff within entire village. Correct.

Vote

The question is - Do you think this is a good idea? Not a binding vote, just a sense of the Village. A few Nos but the Ayes have it. There is a sense that this is a good idea.

Questions/Comments for remainder of Community Planning Report - None

Community Planning Report – Thank you!

11.6 Civic - Al Marks

Civic report 06-24-19

- Thirteen (13) trees were planted on the Sherwood Green near the BWVC with grant money received
- Sherwood Green, graded and seeded. Grass was cut and matting will be installed in a day or two. Reseeded and fertilized if weather permits should be back open around the 17th of July. Questions should be directed to Albert Marks at 547-9623.
- Drawing perspective of school bus stop for The Sweep and Harvey Road may be a little smaller in actual size. There is no exact estimate of cost yet. Moneys needed is to be determined soon.

Questions/Comments for Civic Committee

School Bus Shelter

Brooke Bovard - Bus shelter date for public input? Jeff Politis - It was presented as an idea and there was a general sense that it was an interesting idea. What was said is that a proposal would be presented with pictures and a budget. Tonight, Harold is presenting the picture only.

Still a proposal needs to be presented to the town. Harold estimates cost at around \$8,000.

A drawing is at end of minutes

Cecilia Vore - There is a history that the school will change the location for pick up/drop off periodically. If that is the case, if the school changes the bus stop location, is it easy to move shelter? Let's make sure that this is a permanent location before town pays a lot of money.

Harold will make sure the Civic Committee understands the full bus stop situation before undertaking this project.

Brooke Bovard - As Chair of Safety, she has spoken to people about parking and blocking the road near the bus stop. What they have told her is that they prefer to be there because they want the kids in the car where they are watching them. The shelter is not a “weather” issue for most of the parents. It’s about them supervising their children.

Carol DiGiovanni - Request a public meeting to address bus stop shelter.

Debbie Ricard - She believes a public meeting is needed before anything is done. With a tax increase coming, she suggests putting this project on back burner for now.

Civic Report – Thank you!

11.7 BWVC - Denis O'Regan

Toby Ridings read the following report:

Report by BWVC to Village of Arden Town Meeting, June 24, 2019

This report covers various areas of activity and interests at the Buzz.

Management:

Pam Cohen is our Building Manager. Your first line of communication is through the Contact form on the website. Pam receives that contact info immediately, via email, and it’s automatically copied to the Chair of the BWVC at bwvc@arden.delaware.gov. You can also reach Pam at manager@ardenbuzz.com.

This month we received two week notice from Patrick Barry, who is leaving to work full time in his family’s business. Patrick joined our custodial staff eleven years ago and grew to become a key element of Buzz Hospitality. He set a standard that we’ll endeavor to maintain. Patrick, a kind, thoughtful man of diverse talent. He will be missed. We thank him and wish him well.

Misc:

- Our solar readings continue to be uploaded for application to our Solar Credits.
- The ardenbuzz website continues to function well and the statistics show a steady rise in visits and use.
 - If you wish to contact The Buzz, the very best way is through the website contact form online. The second-best way is to leave a voice mail on the Buzz telephone, 302-475-2818.
- By using the website, you can
 - see the current week of meetings and activities on the right side of every page,
 - learn about use of the Buzz,
 - take a virtual tour,
 - check the monthly schedule by clicking the “Events” menu button, (do this to see if your date, time and room preference is available),
 - and, Use the Contact Form, you’ll find it easy to give us the information we need to efficiently serve you.
- In the past, many have placed direct calls and emails to custodial staff or committee members. Your Buzz Ware Committee is asking you to route all your contacts through the Building Manager, Pam Cohen.

Building Usage:

- Rental volume and other usage of The Buzz continues to be steady.
- A five week pause from rentals began this past Saturday with the beginning of ACRA Summer Program.
- Check the “Events” link at ardenbuzz.com for Calendar of Events.

Building Maintenance and Improvements

We are planning improvements to the rear storage closet and continue to chase a phantom roof leak over the stage.

Community Programs:

Community Events and Programs continue:

- The ACRA House & Garden Tour reception was held on May 19th
- The Art Loop @ Arden is on summer hiatus.
- **The Buzz Ware Bookies book club** is the 2nd Monday of each month at 7:30PM.
- Every Monday night is Painting and Drawing, 7 to 9 pm in room 4. Bring your own supplies.
- Strength and Mobility from 2 to 3 PM Tuesdays and Thursdays will continue for the next five weeks at the Gild Hall.
- The final Coffee House of the season was held on June 14th and the new season will begin in October.
- Yoga – Yoga took a break during June . But resumes with Barb McAnany, 8:30 AM on Saturday mornings in July.
- Long term renter- Dominic Chen, Thursday night Chi-Gong. Rm 4
- Recent Community events: The Arden Bookies date for meetings?
- A new Community Event “ACRA 21 and Older” will be held on Friday, July 5th from 7 until 9PM.

Our Holistic Marketplace – Peddlers, Potions, and Practitioners is in full planning mode.

Surrounded by the Arden Fair, it has become a very popular happening. It raised over \$6,600 for us in this fiscal year. That saves us all real tax dollars and much of the work has been done by a dedicated group of volunteers; **but we need more of you.** Go to: ardenbuzz.com/contact, follow the prompts for the PPP Holistic Expo and express your interest in getting involved. We have already started team meetings. Come and share your talents, commit some time, and carve your niche into the Peddlers, Potions and Practitioners Holistic Expo before and/or during Fair Day.

Concluding Remarks:

If you have an idea for a special event or would like to organize an ongoing program, please go to our website – www.ardenbuzz.com – and submit a contact form.

The Buzz continues to look for new ways to support the Ardens. We do ask, if you observe something in or around the facility you find of a concern, or if you simply have a suggestion for facility improvements at the Buzz Ware, please contact a committee member, go to the Buzz Ware website under “Contact”, or email us at manager@ardenbuzz.com

Again, we want to thank all those that volunteer their time and resources to support the Buzz and the ongoing activities.

Donating money in the name of any of your favorite happenings at the Buzz, is easy. Donating your time is easy too.

Our Social Media extends from the website, to Facebook, and now Twitter.

<https://twitter.com/ardenbuzzware>

Respectfully submitted,

Toby Ridings

Chair, Buzz Ware Village Committee

Questions/Comments BWVC

Cecila Vore - She wanted to acknowledge and thank him to say how much she appreciated all he did. She expresses how much Patrick Barry will be missed. Not only for his quality work ethic, but especially his mindfulness to add a special touch to each event to make their experience at the Buzz special. He will be hard to replace and will be missed. Applause

Buzz Ware Village Report – Thank you!

11.8 Budget – Brooke Bovard

The reorganization of the Budget Committee after the March elections resulted in my becoming chair. Many thanks to the real powerhouses on the committee, including outgoing Chair Denise Nordheimer, keeper of the spreadsheet Dave Gerbec, and keeper of the proper notice Deb Ricard,

who also represented us at the June Advisory meeting when I was loafing around in Florida. Also, many thanks to Treasurer David Michelson and Town Assembly chair Jeff Politis, as well as all citizens providing input and support.

We provided the estimated numbers to the Board of Assessors, after issuing an unusual request to the committees. I am including the text of that here. It was unanimously approved by the Budget Committee.

Due to the increases in county fees and taxes, we potentially face an increase in land rent to reach parity. The Budget Committee is asking committees to look seriously at our individual budgets and try to reduce them to give us an overall savings of 10% on the current budget forecast. Please respond to the Budget Committee by May 20th, by responding to this email from the Advisory chair.

We have heard back from several committees who agreed to reduce their “ask” for the fall referendum. Please be aware that they are making this sacrifice as a community service for one-year, postponing projects to help soften the blow of our increase in our County tax burden. The sums, although perhaps small measured against the County and school costs, are much appreciated, and I personally look forward to restoring them to full funding in the following fiscal cycle.

There is still the possibility of change between this estimated budget and the referendum budget.

We will have exact numbers in our September report.

Thank you,

Brooke Bovard

Questions/Comments – None

Carol DiGiovanni would like to know which committees agreed to reduce their budget. Brooke will provide a footnote on that when budget is prepared.

Budget Report – Thank you!

11.9 Audit - Helen “Cookie” Ohlson

Deborah Ricard read the following:

Audit Committee Report June 24, 2019

On June 12, the Audit Committee, comprised of Cookie Ohlson, Deborah Ricard and Laura Wallace met to review the files and accounts of the Village of Arden. All is in order.

Helen “Cookie” Ohlson, chair

Questions/Comments - None

Audit Report – Thank you!

11.10 Archives – Lisa Mullinax

In addition to the Arden Craft Shop Museum’s ongoing exhibit celebrating 70 years of ACRA, we are featuring a selection from the June Kleban Collection and a special showing of Arden Club Shakespeare Gild ephemera and costumes lent by the Gild. The Museum held special open hours before the outdoor performances of “Romeo and Juliet” this month and we welcomed many new visitors.

We are hard at work planning our next exhibition that will celebrate our 15 years—yes, 15 years! — at the Craft Shop. Join us on October 20, 2019, when we’ll share some of our favorite treasures from the Collection.

The Archives will once again be supporting ACRA with a special activity next month.

Other programming:

In April, an afternoon with the artists featured a presentation on creating the ACRA mural at the Buzz Ware Village Center. Linda Celestian, Jeanne Orr and David Gerbec spoke.

In May, we had a student presentation on photo preservation that gave us some good guidelines for protecting our collection.

Finally, it is with mixed feelings that I announce that our curator, Elizabeth Jones-Minsinger will be leaving us in July for a full-time position at Haverford College in Pennsylvania. It's a great opportunity for Liz, but she will be sorely missed. We are thankful for her many contributions to the organization, exhibitions, systems, publicity, and smooth running of the Arden Craft Shop Museum. Not that we can replace Liz, but we will be looking for a new curator, and look forward to Liz continuing our tradition of past curators continuing to volunteer at the Museum.

Regular Museum hours are Wednesday, 7:30 to 9 p.m. and Sunday, 1 to 3 p.m.

Respectfully submitted,

Lisa Mullinax, Chair

Questions/Comments - None

Archives Report – Thank you!

12.0 Old Business

13.0 New Business

14. Good & Welfare

Mark Wood - Thanked Jill Altwood-Wood for shopping for this evening's snacks at the last minute due to miscommunications within the Civic Committee. Big Thank you!

Barbara Macklem – She noticed that at Hillside and Harvey intersection someone planted red, white and blue flowers and a flag for Memorial Day. They brought a smile to her face. She wanted to say thank you to whoever planted them and it was nice to celebrate a holiday with our lovely diverse Arden community.

Brooke Bovard – Her son, Rowan, graduated from New Jersey Institute of Technology with a degree in Computer Technology with a focus in cyber security and a minor in Geriatric engineering.

Jeff Politis also wanted to acknowledge and congratulate Rowan, along with Oscar Compo and Colin Davidson who both graduated from Cab Calloway school of the arts. He thinks it is important to recognize accomplishments from our children. He is sure he is missing some known accomplishments from our kids but he wishes all well and congratulations them. He encourages anyone who knows of one of our kids who have an accomplishment to let us know.

Jeff Politis - He helped with the Shakespeare production for the Gild and the Arden children were great. Besides that, he wanted to recognize that, one night the play was rained out and the Gild Hall was not available. As a community we reached out to Wilmington Montessori's School, as well as St. Edmond's School, and the Wilmington Drama League, and all of them within a couple of hours responded and said please come here and we will help you out. Shakespeare performed at St. Edmonds School but when we talk about community, he thinks that is one of the great things that our surrounding institutions within in the borders of our community were willing to jump in and

help fellow community event of Shakespeare Gilds. He wants to recognize them and say thank you.

Jeff Politis- If you know of any neighbor who needs help, he encourages everyone as a community we continue to reach out and continue to strive to the values that we all want in our community.

Carol DiGiovanni - She wanted to thank Warren Rosenkranz, Deborah Richard for their help in her hour of need.

15.0 Motion to Adjourn and seconded 9:29 P.M.

Respectfully Submitted,

Elizabeth Resko, Village of Arden Town Secretary

Postcard reminders and agenda will be mailed prior to next Town Assembly meeting

All are welcome hither

Please note: Those attending Town Meetings are eligible to vote are 18 years of age, or older

Attachments next page

**Trustees of Arden
Financial Report
Town Meeting June 24, 2019**

Current Assets	
Arden B&L Bequest Funds	\$ 24,139.07
Vanguard Bequest Funds	\$ 221,398.30
Arden B&L (Reserve)	\$ 117,530.16
M & T Checking Account	\$ 28,319.45
Vanguard Money Market	\$ 550,444.86
Total Cash & Equity	\$ 941,831.84
Land Rent Receivable	\$ 15,517.25
Total Current Assets	\$ 957,349.09

Income & Expenses

Income Mar 25-May 31, 2019

Land Rent & Related Income	\$ 670,034.78
Other Income-All Sources	\$ 2,824.21
Total 2019 Operating Income	\$ 672,858.99

Expenses Mar 25-May 31, 2019

Village of Arden	\$ 100,000.00
Trust Administration*	\$ 2,763.85
Total Expenses Mar 25-May 31, 2019	\$ 102,763.85

*(Salary, Payroll Tax, Legal, Audit, Bookkeeping, Office Rent, Operations)

UNAUDITED
FOR DISTRIBUTION
AND DISCUSSION
PURPOSES ONLY
FOR ARDEN
TOWN ASSEMBLY

Village of Arden
Statement of Financial Position
As of June 24 2019

Checking/Savings		Notes
1000 - TD Bank	59,970	
1005 - Capital One 360	114,058	
1010 - TD Bank MSA Checking Account	966	Municipal Street Aid
1032 - Arden Building & Loan	35,990	BuzzWare \$449, Schroeder \$10,954, Village \$24,587
1050 - Raymond James - net value @ 6/24/19	363,977	Schroeder Bequest - initial investment \$301,002
Total Cash	574,961	
LIABILITIES		
2000 - Accounts Payable, Current Liabilities, PR Tax Payable	9,468	
FUND BALANCES		
Buzz Ware Renovation Fund	44,097	
J Schroeder Bequest	374,930	
Memorial Garden	8,802	
Municipal Street Aid	967	
Capital Maintenance Fund	30,000	
		Prudent Reserve Balance @ 3/24/15 = \$90,249
		Prudent Reserve Balance @ 3/24/16 = \$106,644
		Prudent Reserve Balance @ 3/24/17 = \$71,283
Village - Prudent Reserve as of the date of this statement	62,068	Prudent Reserve Balance @ 3/24/18 = \$27,025
Vacant Dwelling Fund	38,533	

UNAUDITED
FOR DISTRIBUTION
AND DISCUSSION
PURPOSES ONLY
FOR ARDEN
TOWN ASSEMBLY

Village of Arden
Statement of Financial Activity
As of June 24, 2019

	<u>3/25/19-6/24/19</u>	<u>Budget</u>	<u>% to Budget</u>	
Revenue				
^ 4000 • General Funds - Village	100,000	197,902		
4100 • Donations, grants, rentals	2,522	4,000		
+ 4510 • Franchise Fee Receipts	2,184	15,100		
4900 • Interest Income	115	250		
Total Revenue	<u>104,821</u>	<u>217,252</u>		
Expenses				balance left in budget
6000 • Payroll & Payroll Taxes	3,318	13,298	24.95%	9,980
@ 6300 • Administrative Expenses	5,948	38,190	15.57%	32,242
8000 • Committee Expenses - see detail below	26,300	82,400	31.92%	56,100
8010 • Contributions & Donations	5,800	5,800	100.00%	-
Contingency Fund	-	10,000	0.00%	10,000
8030 • Trash Service	16,900	67,314	25.11%	50,414
Total Expense	<u>58,266</u>	<u>217,002</u>	<u>26.85%</u>	<u>158,736</u>
Surplus (deficit)	<u>46,554</u>	<u>250</u>		
Committee	<u>Actuals YTD</u>	<u>Budget</u>		balance left in budget
Advisory	-	200	0.00%	200
Archives	187	1,800	10.38%	1,613
Board of Assessors	-	100	0.00%	100
Budget	-	100	0.00%	100
Buzz Ware - general operating support	-	5,000	0.00%	5,000
Civic	23,647	58,000	40.77%	34,353
Community Planning	-	500	0.00%	500
= Forest	2,243	8,000	28.04%	5,757
Playground	223	4,000	5.57%	3,777
Registration	-	300	0.00%	300
Safety	-	4,400	0.00%	4,400
	<u>26,300</u>	<u>82,400</u>	<u>31.92%</u>	<u>56,100</u>

+ Franchise fees - \$1,063 from Verizon and \$1,121 from Comcast

^ Trustee's transferred \$100,000 land rent to Village

@ Administrative expenses include insurance premiums of \$4,516

= Forest expenses are net of a \$2,299 grant

Arden Board of Assessors Report 2019

This year's Board of Assessors adopted the principle of the Community Standard of Living Method of Arden Assessment in use since 1980 as the basis for determining total land rent.

The "Community Standard of Living Method of Arden Assessment" defines total "Full Rental Value" of the leaseholds as the sum of town expenses (both "non-budget" in the form of county and school taxes, and "budget" as embodied in the town's budget), and the cost of administering the trust, while maintaining a "prudent reserve". The Assessors determine Full Rental Value for each leasehold, using formulas intended to reflect the relative value of leaseholds, based on lot size, zoning privileges and location factors (see rates and factors below.) Based on information obtained from the Budget Committee, the Village Treasurer and the Trustees, the Board of Assessors presents the following report.

The Board of Assessors uses a multi-tier evaluation of each leasehold. The "A Rate" applies to the first 7,116 square feet of a leasehold. This number is based on the smallest leasehold in Arden. This is a reversal of the decision made by the 2018 Board of Assessors to apply the "A Rate" to the first 10,000 SF of a leasehold.

The County Code permits construction of one dwelling unit on each Arden leasehold. It also permits accessory dwelling units on Arden leaseholds existing prior to May 1, 2007—"grandfathered ADUs". There are a total of 49 of these "grandfathered ADUs." In addition the Trustees and the County, as approved by the Town assembly in 2017, permit every leaseholder to create one additional dwelling unit ("New ADUs"), subject to certain conditions, including: the "New ADU" must be incorporated into or attached to the principal domicile; The property owner shall occupy and reside in either the principal dwelling unit or the ADU as his or her principal legal residence and it must be approved by the Trustees and the County. Assessors prior to 2018 applied the "B Rate" to the "grandfathered ADUs." The 2018 assessors applied the "B Rate" to leaseholds with the privilege of having more than two domiciles. That formula meant that some "grandfathered ADUs" were not subject to the "B Rate." As applied by the 2018 Board of Assessors, their decision reduced the number of accessory dwelling units assessed the "B Rate" from 49 to 14, and the general effect was to reduce significantly the assessments of leaseholders with "grandfathered ADUs" not subject to the "B Rate" and to increase those of all other leaseholders. The current Board of Assessors believes that the "B Rate" should not apply to the privilege associated with "New ADUs" not approved by the Trustees and the County because all leaseholders have the same privilege. It has determined that the "B Rate" should apply to all "grandfathered ADUs." "Grandfathered ADUs" differ from "New ADUs" because they are not subject to the conditions applicable to "New ADUs." We have also increased the "B Rate" by \$50 from \$750 to \$800.

There is one leaseholder who has obtained Trustee and County approval for a "New ADU" and one other leaseholder has an application pending. Because of the conditions attached to "New ADUs," the value of the privilege of having one may be less than that of "grandfathered ADUs" not subject to these conditions. The Board of Assessors discussed at length whether "New ADUs" approved by the Trustees and the County should be assessed and, if so, at what rate but did not reach a decision. A majority of the Assessors voted to leave those determinations for a future Board of Assessors, which may be in a better position to make them as the Town gains experience with "New ADUs." The assessment of one or two "New ADUs" would not have had a significant effect on the assessments of other leaseholders.

The "C Rate" is applied to the amount of land of a leasehold not covered by the "A Rate", i.e., in excess of 7,116 SF. The "C Rate" is assessed at 40% of the "A Rate."

The "D Rate," the commercial rate, is currently for one leasehold. The "D Rate" continues at a surcharge of 75% of the "A Rate" with no location factor deduction for frontage on Marsh Road.

The Base Land Rent (BLR) for a leasehold is a total of all applicable "Rates."

The specific location factors are as follows:

1. Leaseholds adjacent to Arden Forest, Ardencroft Forest, or Sherwood Forests	+10%
2. Leaseholds fronting on Arden Forest, Sherwood Forest, or Ardencroft Forest by being across the street	+ 5%
3. Leaseholds adjacent to or fronting on a communal green	+ 5%
4. Leaseholds adjacent to Harvey Road and/or Marsh Road	- 5%
5. Leaseholds having driveway access only to Harvey Road and/or Marsh Road	- 5%

Notes:

1. The specific location factor charges (in dollars) to be added to or subtracted from the sum of the Base Land Rent (A Rate + B Rate + C Rate) are obtained by multiplying the Base Land Rent for the leasehold by the appropriate specific location factors as given above.

2. Location factors are additive, if both are applicable.

3. If multiple forest factors apply, the higher of the two factors shall be applied.

4. No fractional or partial factors apply for leaseholds fronting or adjacent to forests or communal greens.

To meet the 2020-2021 forecast expenditures of \$827,834 and to produce a prudent reserve of \$150,000, the Board of Assessors has set the "A rate" for March 2020 at \$286 per one thousand square feet.

1) Forecasted Expenditures:

School & County Taxes	\$ 523,776
Trust Administration	\$ 27,516
Arden Town Budget	\$ 100,540
Other non-budget items	\$ 176,002
Total forecast expenditures	\$ 827,834

2) Forecasted Revenue:

Forecasted Revenue from sources other than land rent*	\$ 73,396
Total Revenue from land rent	\$ 724,950
Total expected revenue	\$ 798,346

* (United Water tower, Comcast/Verizon BWVC Rentals, interest, Municipal street aid, Other)

3) Prudent Reserve:

Expected difference between expenditures and revenue	\$(29,488)
Prudent Reserve as of March 24, 2019*	\$ 4,898
Forecast Prudent Reserve for March 30, 2020**	\$ 179,488
Forecast Prudent Reserve projected for March 30th, 2021	\$ 150,000

* 2017 Assessors Report forecast \$195,556; Difference of -\$190,658

** 2018 Assessors Report forecast \$190,000; Difference of -\$10,512

Base Land Rent examples:

Lot size	A Rate	+ C Rate	= Total
8,000 sq. ft.	$(7,116 * 286 / 1000) \$ 2,035$	+ $(884 * 286 * .4 / 1000) \$ 101$	= \$ 2,136
10,000 sq. ft.	$(7,116 * 286 / 1000) \$ 2,035$	+ $(2,884 * 286 * .4 / 1000) \$ 330$	= \$ 2,365
20,000 sq. ft.	$(7,116 * 286 / 1000) \$ 2,035$	+ $(12,884 * 286 * .4 / 1000) \$ 1,474$	= \$ 3,509
30,000 sq. ft.	$(7,116 * 286 / 1000) \$ 2,035$	+ $(22,884 * 286 * .4 / 1000) \$ 2,618$	= \$ 4,653
40,000 sq. ft.	$(7,116 * 286 / 1000) \$ 2,035$	+ $(32,884 * 286 * .4 / 1000) \$ 3,762$	= \$ 5,797

Rate and Factor examples using 2020 Rates:

1. A 20,000 sq. ft. lot containing one dwelling unit, on a village green and adjacent to a forest:

A RATE - 7,116 sq. ft. * \$286 / M sq. ft.	\$ 2,035
C RATE - 12,884 sq. ft. * \$286 / M sq. ft. * 40%	\$ 1,474
Base Land Rent	\$ 3,509
Forest Factor \$3,509 / * 10%	\$ 351
Greens Factor \$3,509 / * 5%	\$ 175
Total Land Rent	\$ 4,035

2. A 30,000 sq. ft. lot containing three dwelling units and adjacent to Arden Forest:

A RATE - 7,116 sq. ft. * \$286 / M sq. ft.	\$ 2,035
B RATE - Two ADU charges (2*\$800)	\$ 1,600
C RATE - 22,884 sq. ft. * \$286 / M sq. ft. * 40%	\$ 2,618
Base Land Rent	\$ 6,253
Forest Factor \$6,253 / * 10%	\$ 625
Total Land Rent	\$ 6,878

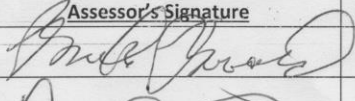
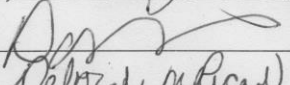
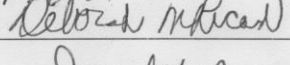
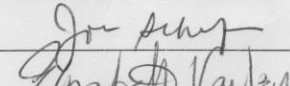
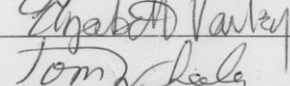
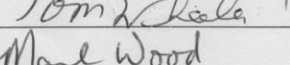
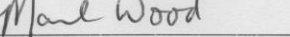
3. A 10,000 sq. ft. lot containing two dwelling units:

A RATE - 7,116 sq. ft. * \$286 / M sq. ft.	\$ 2,035
B RATE - One ADU charge	\$ 800
C RATE - 2,884 sq. ft. * \$286 / M sq. ft. * 40%	\$ 330
Total Land Rent	\$ 3,165

4. A 20,000 sq. ft. lot containing one dwelling unit:

A RATE - 7,116 sq. ft. * \$286 / M sq. ft.	\$ 2,035
C RATE - 12,884 sq. ft. * \$286 / M sq. ft. * 40%	\$ 1,474
Base Land Rent	\$ 3,509
Total Land Rent	\$ 3,509

THE 2019 BOARD OF ASSESSORS
Vote on Final Report (June 2019)

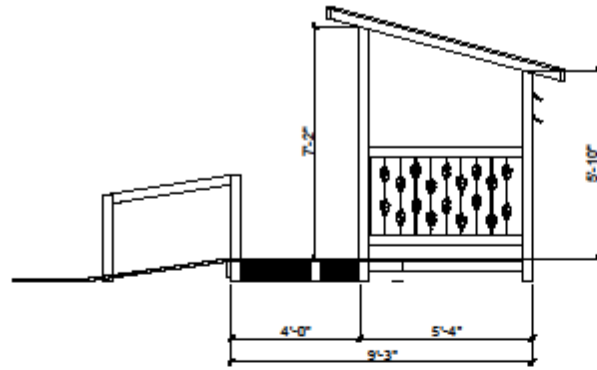
<u>2019 Assessor</u>	<u>Assessor's Signature</u>	<u>Assessor's Vote</u>
Brooke Bovard		YES
Pam Politis		YES
Deborah Ricard		YES
John Schefflen		YES
Elizabeth Varley		YES
Tom Wheeler		YES
Mark Wood		YES



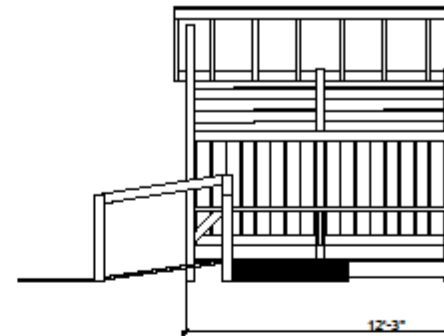
Schematic Design for a bus shelter on Harvey B



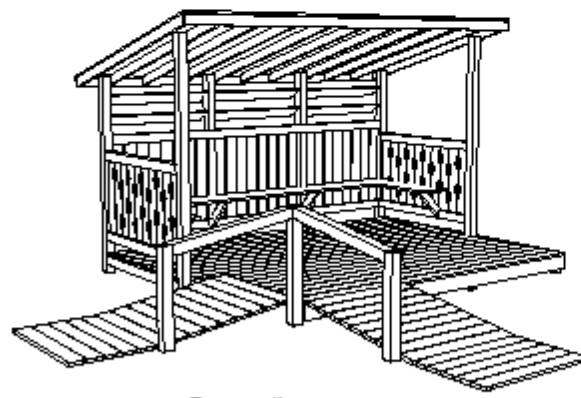
Schematic Design for a bus shelter on Harvey Road



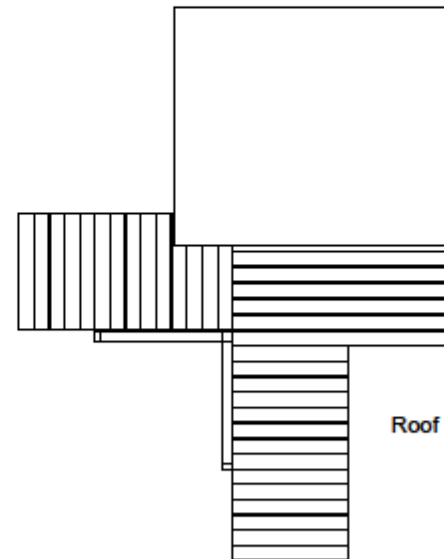
Side



Front

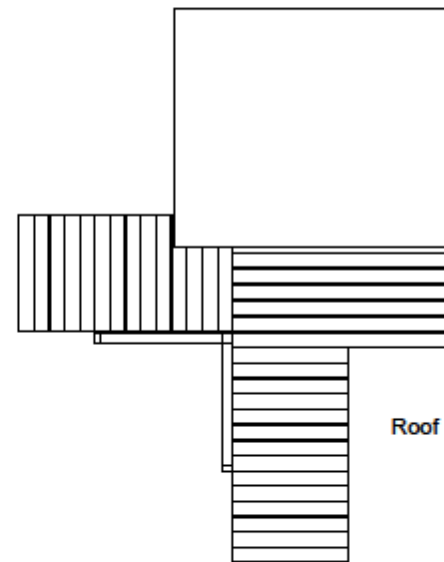
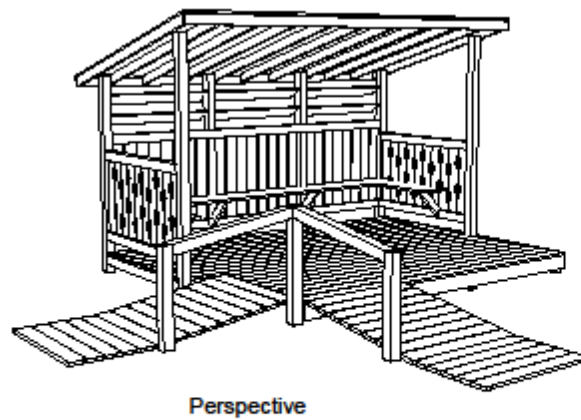
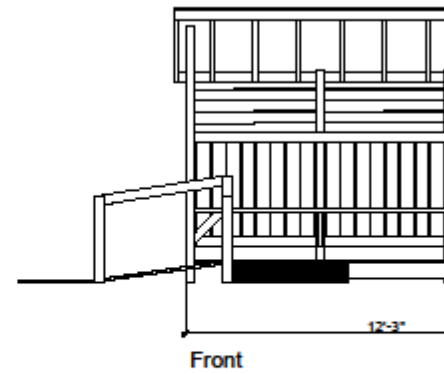
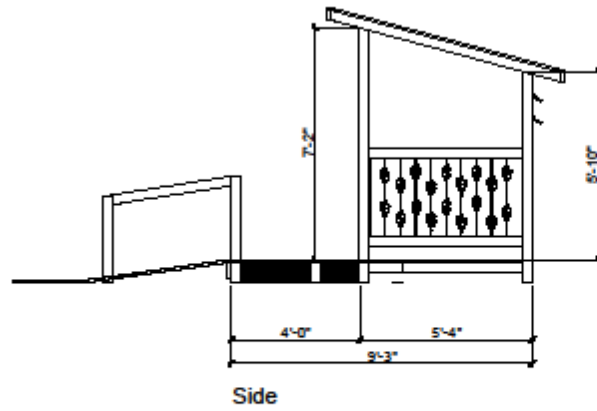


Perspective



Roof

Proposed Bus Shelter at Harvey Road and The Sweep



Proposed Bus Shelter at Harvey Road and The Sweep

TOWN ASSEMBLY VILLAGE OF ARDEN

Date JUNE 24 Page 1/3

SIGN IN SHEET

Please sign your name clearly.

Thank you.

NV after your name = non-voter

PRINT NAME

- | | |
|-------------------------------|-----------------------------|
| 1. <u>PAM Politis</u> | 22. <u>Jennifer Borders</u> |
| 2. <u>CAROL DiGiovanni</u> | 23. <u>Bill Thers</u> |
| 3. <u>GARY E. Quinton</u> | 24. <u>DANNY SCHWEERS</u> |
| 4. <u>Mark Wood</u> | 25. <u>Harold Kalms</u> |
| 5. <u>PAM COTEN</u> | 26. <u>Marcia Schefflen</u> |
| 6. <u>Dand Michelson</u> | 27. <u>JOHN SCHEFFLEN</u> |
| 7. <u>Ed Rohrbrach</u> | 28. <u>Ruth Panella</u> |
| 8. <u>Mike Curtis</u> | 29. <u>Toby Ridings</u> |
| 9. <u>Deborah M. Ricard</u> | 30. <u>BARBARA MACKLEW</u> |
| 10. <u>Bob Wynn NV</u> | 31. <u>FRANK MAIER</u> |
| 11. <u>Nigki Scott</u> | 32. <u>Brooks Boyd</u> |
| 12. <u>LAT LYKE</u> | 33. <u>Stacy Hunt</u> |
| 13. <u>Sadie Somerville</u> | 34. <u>Tommy Laker</u> |
| 14. <u>Warren Rosenkrantz</u> | 35. <u>Sam Paul</u> |
| 15. <u>Keith Rooney</u> | 36. <u>Maureen Cuzzola</u> |
| 16. <u>Carol Johnson</u> | 37. <u>Aron Russell</u> |
| 17. <u>Cecilia Vore</u> | 38. <u>CARL FALCO</u> |
| 18. <u>Will Althouse-Wood</u> | 39. <u>Way Seigfried</u> |
| 19. <u>Elizabeth Varley</u> | 40. <u>LARRY WALKER</u> |
| 20. <u>LSaMullinax</u> | 41. <u>MR. NEW</u> |
| 21. <u>Walt Borders</u> | 42. <u>Dorinda Dove</u> |
| | 43. <u>Miaelle Laver</u> |